

Oak Ridge National Laboratory Employee Self Service Cost Savings

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**OAK RIDGE NATIONAL LABORATORY
U. S. DEPARTMENT OF ENERGY**

Employee Self Service (ESS)

Current Deployments

- My HR
- My Info
- My Workflow Inbox
- Non-Procurement Payment Requests
(Reimbursement Requests-Individual & Vendor)

Future Deployments

Cost Savings

Employee Self Service (ESS)

- **My HR**

View current benefits participation including Employee and Employer costs and dependent information

New during CY2002 – open enrollment for CY2003 Flexible Spending Accounts included option for an individual to enroll online (60% of enrollment accomplished via ESS)

Employee Self Service (ESS)

- **My Info**

- **View and update your work address information**
 - Preferred Name
 - Work Address
 - Work Phone
- **View and update your home information**
 - Home Phone/Address
 - Emergency Contact

Employee Self Service (ESS)

- **My Workflow Inbox**

View outstanding workflow items requiring review & approval

access requests

requisitions

purchase orders

invoices

Employee Self Service (ESS)

- **Non-Procurement Payment Requests**

**Request personal reimbursement
(excluding food)**

personal mileage reimbursement

local conference registration fees

**non-procurement material or service payments
for you or on behalf of someone else**

Future ESS Deployments

- New hire checklist
- Online benefit enrollment for hires and open enrollment for all applicable benefits
- Beneficiary information
- Employment & salary verification
- Pay stub
- Bank details
- Overview of payroll deductions
- W-4 information
- W-2 reprint

Cost Savings

Cost savings result from elimination of paper, process time reductions, increased efficiency and accuracy, via better quality data:

- **Role requests**
 - eliminated paper forms and manual approval process
 - eliminated maintenance of a non-integrated database (authorized internal approval listing)
- **Updating home/work address information**
 - eliminated paper forms
 - eliminated all data entry by payroll
 - reduced process time from days to minutes
- **Updating emergency contact information**
 - information not stored in a system
 - paper copy only with limited information which was not updated nor available in a central location
 - real time update capability
 - information now available in the event of any emergency
- **Individual reimbursement (includes personal mileage, petty cash, local conference registrations)**
 - eliminated paper forms and manual approval process
 - eliminated manual data entry
 - eliminated paper check for reimbursement by providing direct deposit
 - reduced process time from weeks to days